

EXHIBIT III

Sample Letter No. 2

Certified Mail

Date: _____

Subject: Second Demand Letter for Check Returned Unpaid By Your Bank

Demand is hereby made for a total payment of \$_____, by Cashier's Check or Money Order, for your check number _____, dated _____, which was returned unpaid by your bank. The total now due includes the original amount of your check plus a returned check service charge and mailing costs.

Pursuant to California Civil Code Section 1719, failure to pay the full amount due, including the service charge and mailing costs, within thirty (30) days of this mailing, will entitle the County of Orange to recover the amount of your check plus damages of three times the face amount of check. Damages are not to be less than \$100 or more than \$1,500.

Please mail your payment to:

Dept Name: _____
Address: _____

Your prompt payment will be appreciated.

Signature

Department

Phone No.